

**COMPLIANCE CHECKLIST****▷ Satellite Laboratory (Hospital or Clinic)**

The following Checklist is for plan review of clinics and hospital outpatient facilities, and is derived from the AIA/HHS Guidelines for Design and Construction of Hospital and Health Care Facilities, 2001 Edition (specific sections indicated below), appropriately modified to respond to DPH requirements for projects in Massachusetts which include Hospital Licensure Regulations 105 CMR 130.000 and Clinic Licensure Regulations 105 CMR 140.000. Applicants must verify project compliance with all the requirements of the Guidelines, Licensure Regulations & Policies when filling out this Checklist, and must include the DPH Affidavit when submitting project documents for self-certification or abbreviated review.

Other jurisdictions, regulations and codes may have additional requirements which are not included in this checklist, such as:

- NFPA 101 Life Safety Code and applicable related standards contained in the appendices of the Code.
- 708 CMR, the State Building Code.
- Joint Commission on the Accreditation of Health Care Organizations.
- CDC Guidelines for Preventing the Transmission of Mycobacterium Tuberculosis in Health Care Facilities.
- Accessibility Guidelines of the Americans with Disabilities Act (ADA).
- Architectural Access Board.
- Local Authorities having jurisdiction.

**Instructions:**

1. The Checklist must be filled out completely with each application.
2. Each requirement line (\_\_\_\_) of this Checklist must be filled in with one of the following codes, unless otherwise directed. If an entire Checklist section is affected by a renovation project, "E" for existing conditions may be indicated on the requirement line (\_\_\_\_) next to the section title. If more than one space serves a given required function (e.g. patient room or exam room), two codes separated by a slash may be used (e.g. "E/X"). Clarification should be provided in that regard in the Project Narrative.

**X** = Requirement is met.

☒ = Check this box under selected checklist section titles or individual requirements for services that are not included in the project.

**E** = Functional space or area is existing and not affected by the construction project; this category does not apply if the existing space or area will serve a new or relocated service or if the facility is currently not licensed & applying for licensure.

**W** = Waiver requested for Guidelines, Regulation or Policy requirement that is not met (for each waiver request, complete separate waiver form & list the requirement ref. # on the affidavit).

3. Mechanical, plumbing and electrical requirements are only partially mentioned in this checklist.
4. Items in *italic*, if included, refer to selected recommendations of the Appendix of the Guidelines, adopted by policy.
5. Requirements referred to as "Policies" are DPH interpretations of the AIA Guidelines or of the Regulations.

Facility Name:

Dates:

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Initial: .....

Facility Address:

Revisions: .....

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Satellite Name: (if applicable)

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Satellite Address: (if applicable)

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Project Reference:

Building/Floor Location:

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**ARCHITECTURAL REQUIREMENTS**9.3.B ☐ PARKING

- ☐ Patient/family parking  
☐ Staff parking  
☐ Handicapped parking

140.209/

9.2.A1

9.1.H

140.203

PRIVACY

- ☐ Ensure sight & sound privacy

9.2.A

☐ ADMINISTRATION & PUBLIC

9.2.A1

- ☐ Entrance  
☐ at grade level  
☐ wheelchair accessible

9.2.A2.a

- ☐ Wheelchair storage

9.2.A2.b

- ☐ Reception counter

9.3.D3

- ☐ Waiting area  
☐ under staff control  
☐ pediatric patients served **or** ☐ no pediatric patients served  
☐ pediatric waiting space separate from adult waiting space

9.2.A2.d/  
Policy

- ☐ Public toilets  
☐ located within the clinic suite **or** ☐ located outside the clinic suite  
☐ less than 50 feet from waiting area

140.209/

9.2.A1

9.2.A2.e/  
Policy

- ☐ Public telephone  
☐ located within the clinic suite **or** ☐ located outside the clinic suite  
☐ less than 50 feet from waiting area  
☐ Convenient office telephone, made available to patients per written policy (attach copy of policy)

9.2.A2.f/  
Policy

- ☐ Drinking fountain  
☐ located within the clinic suite **or** ☐ located outside the clinic suite  
☐ less than 50 feet from waiting area  
☐ Bottled water dispenser  
☐ located within the clinic suite  
☐ convenient to the waiting area

9.2.A3

- ☐ Interview space

9.2.A4

- ☐ Business offices

9.2.A5

- ☐ Clerical space

9.2.A6

- ☐ Multipurpose room

9.2.A8

- ☐ Administrative storage

9.3.C3

- ☐ locked medical record storage

**MECHANICAL/PLUMBING/  
ELECTRICAL REQUIREMENTS**

- ☐ Lighting of parking lot & approaches to building

- ☐ Vent. min. 6 air ch./hr

- ☐ Vent. min. 10 air ch./hr (exhaust)  
☐ Handwashing station

9.2.D ☐ SPECIMEN COLLECTION9.2.D1 ☐ Work counter9.2.D3 ☐ Storage cabinets9.2.D4 ☐ Urine & feces collection station with toilet☐ Blood collection station☐ patient seating space☐ work counter☐ storage cabinets☐ Sink☐ Handwashing station☐ Vent. min. 10 air ch./hr (exhaust)☐ Handwashing station☐ Vent. min. 6 air ch./hr (exhaust)7.12 ☐ LABORATORY7.12.A ☐ Lab. work counters with space for appropriate equip7.12.D ☐ Storage facilities, incl. refrigeration, for reagents, equipment, supplies, etc.7.12.F ☐ Chemical safety provisions, including☐ emergency shower☐ emergency eyewash☐ storage for flammable liquids7.12.H ☐ Radioactive materials procedures☐ check if service not included in project☐ provisions for storage & disposal of radioactive materials7.12.I ☐ Administrative areas, including☐ office(s)☐ clerical and filing area(s)9.2.E ☐ HOUSEKEEPING ROOM☐ At least one per floor☐ Storage space for housekeeping supplies & equipment☐ Sinks☐ Temperature monitoring and alarm☐ Sinks equipped for handwashing☐ Autoclave or elec. oven for terminal sterilization of contaminated specimens before transport☐ Ventilation provided as per 7.31.D1.c☐ Fume hoods provided as per 7.31.D159.2.F ☐ STAFF FACILITIES☐ Staff toilet(s)9.2.A7 ☐ Lockable storage space for staff personal effects9.2.G ☐ ENGINEERING SERVICE & EQUIPMENT AREAS☐ Storage room(s) for supplies & equipment☐ Facilities for sanitary waste storage & disposal☐ Service sink☐ Vent. min. 10 air ch./hr (exhaust)☐ Handwashing station☐ Vent. min. 10 air ch./hr (exhaust)

**GENERAL STANDARDS****Details and Finishes**

- \_\_\_\_ Outpatient corridors (9.2.H1.a)
  - \_\_\_\_ min. corridor width 5'-0"
- \_\_\_\_ Staff corridors
  - \_\_\_\_ min. corridor width 44"
- \_\_\_\_ Two remote exits from each outp. facility suite & floor
- \_\_\_\_ Fixed & portable equipment recessed does not reduce required corridor width (9.2.H1.c)
- \_\_\_\_ Work alcoves include standing space that does not interfere with corridor width
  - ☐ check if function not included in project
- \_\_\_\_ Doors:
  - \_\_\_\_ doors min. 3'-0" wide (9.2.H1.d)
  - \_\_\_\_ all doors are swing-type (Policy)
  - \_\_\_\_ doors do not swing into corridor (Policy)
- \_\_\_\_ Glazing (9.2.H1.e):
  - \_\_\_\_ safety glazing or no glazing under 60" AFF & within 12" of door jamb
- \_\_\_\_ Thresholds & expansion joints flush with floor surface
- \_\_\_\_ Handwashing stations located for proper use & operation (9.2.H1.g)
  - \_\_\_\_ min. 15" from centerline to side wall (Policy)
- \_\_\_\_ Vertical clearances (9.2.H1.j):
  - \_\_\_\_ ceiling height min. 7'-10", except:
    - \_\_\_\_ 7'-8" in corridors, toilet rooms, storage rooms
  - \_\_\_\_ sufficient for ceiling mounted equipment
  - \_\_\_\_ min. clearance 6'-8" under suspended pipes/tracks
- \_\_\_\_ Floors (9.2.H2.c):
  - \_\_\_\_ floors easily cleanable & wear-resistant
  - \_\_\_\_ washable flooring in rooms equipped with handwashing stations (Policy)
  - \_\_\_\_ non-slip floors in wet areas
  - \_\_\_\_ wet cleaned flooring resists detergents
- \_\_\_\_ Walls (9.2.H2.d):
  - \_\_\_\_ wall finishes are washable
  - \_\_\_\_ smooth/water-resist. finishes at plumbing fixtures

**Mechanical (9.31.D)**

- \_\_\_\_ Mech. ventilation provided per Table 7.2
- \_\_\_\_ Exhaust fans located at discharge end
- \_\_\_\_ Fresh air intakes located at least 25 ft from exhaust outlet or other source of noxious fumes
- \_\_\_\_ Contaminated exhaust outlets located above roof
- \_\_\_\_ Ventilation openings at least 3" above floor
- \_\_\_\_ Central HVAC system filters provided per Table 9.1

**Plumbing (9.31.E)**

- \_\_\_\_ Handwashing station equipment
  - \_\_\_\_ handwashing sink
    - \_\_\_\_ hot & cold water
    - \_\_\_\_ single lever or wrist blades faucet
  - \_\_\_\_ soap dispenser
  - \_\_\_\_ hand drying facilities
- \_\_\_\_ Sink controls (9.31.E1):
  - \_\_\_\_ hands-free controls at all handwashing sinks
  - \_\_\_\_ blade handles max. 4½" long
  - \_\_\_\_ blade handles at clinical sinks min 6" long

**Electrical (9.32)**

- \_\_\_\_ All occupied building areas shall have artificial lighting (9.32.D3)
- \_\_\_\_ Emergency power complies with NFPA 99, NFPA 101 & NFPA 110 (9.32.H)